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Chief, Management Staff 29 October 1959

Chief, Records Management Staff

Weekly Report for Week Ending 30 October 1959

1. Contributions

a. Tangible

(1) Six offices transferred 244 cu. ft. of inactive records to the Records Center.

(2) The Center destroyed 6 cu. ft. of records leaving 382 cu. ft. to be burned.

(3) Completed two new and five revised forms. Obsoleted four forms.

(4) Assisted in retiring three cubic feet of inactive records from office of Chief, Management Staff.

b. Intangible

(1) The Filing Refresher Training Workshop presented to 40 DD/S employees. Review of students' critiques indicates a successful course, enthusiastically received.

2. Assignments - Active

a. Forms

(1) Thirteen new and seven revised forms.

(2) Teletype Dissemination Information Reports and Systems.

(3) Revision of Dispatch Forms.

(4) Improved Management of Stocked Forms.

(5) Expediting Printing of Information Reports.

(6) Courier Receipt and Log Record and Agency Multi-purpose envelope.

Samples of receipts and envelopes expected next week. Plan to discuss the samples with ARO's at their Conference

25X1

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(7) Improvement of Quality of Information Reports.

b. Shelf Filing

(1) Office of Personnel

(2) Contact Division [redacted] 25X1

(3) Office of Security

(4) Office of Training

Shelving received this week but installation delayed due to loss of space resulting from a reorganization within OT. We will have to make another survey.

(5) [redacted] 25X1

(6) Office of Comptroller/TIT Staff

(7) OER/Map Library

c. Filing Systems

(1) Watch Office

d. Records Control Schedule

(1) Executive Registry

(2) FI Staff

(3) [redacted] 25X1

(4) OCI

e. Special Projects

(1) Revision and Recorder of Overnight Storage Boxes.

(2) DD/P Support Records

(3) Predecessor Agency Records

(4) Entrance-on-Duty and Refresher Training Workshop in Filing. See 1 b (1).

(5) Physical Consolidation of Vital Materials and Record Center.

(6) [redacted] STAT

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(7) Transfer of Certain Captured German Documents from State Department and National Archives to CIA.

(8) Records of President's Advisory Committee on Political Refugees.

(9) Records Management Survey of OL/RECD.

(10) Records Management Survey of DD/P/FP Support Divisions.

3. News

a. Twenty-five ARO's have thus far indicated an interest in attending the Records Officers Conference 25X1

b. Eighty-four percent of Management Staff quota for United Givers Fund has been received from 73% of the personnel.

c. A total of $107.75 for Public Service Aid Society has been received. Management Staff quota was $100.

d. has been asked by GSA to serve as a member of an FRAC Working Group which concerns itself with improvement in Forms Management Government-wide. 25X1

e. Arrangements made for the Suggestion Awards Staff to have 12000 IBM cards printed with a message from Director, CIA. These are to be handed out with employee's checks.

f. Total holdings in the Records Center amount to 50,341 cu. ft.

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